



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 671.2

Job Title: **ANIMAL CONTROL OFFICER**

Pay Grade: 13

GENERAL SUMMARY:

Enforces animal control through the apprehension and impounding of stray, diseased and/or dangerous animals. Conducts investigations of animal bite incidents and regulation violations.

RESPONSIBILITIES:

- Patrols assigned district and apprehends and impounds stray, diseased and/or dangerous animals.
- Investigates complaints about suspected rabid, vicious, sick or injured animals and animal bite cases.
- Investigates animal ordinance violations, issuing warnings or citations as appropriate.
- Unloads, impounds, and quarantines suspected bite cases.
- Explains the City ordinances and the responsibilities of pet ownership to the public.
- Logs and maintains related files; prepares reports.
- Issues legal summonses to ordinance violators and provides court testimony.
- Maintains proper records on animals apprehended or turned in by citizens.
- Checks and services vehicles and reports maintenance needs to lead or supervisor.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED.

EXPERIENCE:

One year of experience in animal control is required.

Certification: State of Texas Basic Animal Control Certification is required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position requires extensive, near-continuous physical exertion such as repeated lifting of very heavy objects (more than 80 pounds), deep bending, climbing steps and/or assuming awkward positions.

WORK ENVIRONMENT:

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Animal Control Officer Trainee
Animal Control Officer
Senior Animal Control Officer
Animal Control Supervisor
Animal Control Manager

Effective Date: October 1990

Revised Date: July 2000